

***Community Residential Center Grant Funds
for Children with Disabilities***

Procedures and Instructions

2019-2020

Contact for additional information and questions:

Jamie Davis, Administrative Specialist
Special Programs and Data Section
Exceptional Children Division
N.C. Department of Public Instruction

Phone: (919) 807-3367
Email: jamie.davis@dpi.nc.gov

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The **references** listed below are directions and examples to guide the Public School Unit (PSU) with completing the Community Residential Center Grant Funds (CRCF) application for students with disabilities and submitting updated information throughout the year:

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Community Residential Center Grant Funds – Important Dates At-A-Glance

At the beginning of the school year, PSUs that received CRCF during the 2018-19 school year will receive a **base allotment**.

- The base allotment is calculated using the number of children served in CRCs at the end of the 2018-2019 school year.
- The base allotment includes three months of funding plus \$5.00 per month per child for instructional supplies.
- The remaining months of funding will be allocated after the CRCF-1 and CRCF-2 have been submitted and approved.
- It is the responsibility of the LEA to request CRCF from the Exceptional Children Division.

September 15, 2019 – The two items below are subject to this due date.

- 1) **To apply for CRCF**, submit the on-line application and roster/withdrawal forms. Links to the submission forms are located on the EC Division webpage under the Finance and Grants tab. Select Applications from the menu.
 - The application is to be completed and submitted by the PSU after students' first day of attendance for the 2019-2020 school year.
 - Applications must be submitted on or before September 15, 2019.
 - Applications are processed in the order in which they are received. The on-line application system provides DPI with a date and time stamp for each submission.
 - Incomplete/incorrect applications will be considered "received" when the corrections/missing items are received. If the application or rosters contain incomplete information, the PSU may need to resubmit.
- 2) **For children (ages 3 through 21) served and funded in a CRC for the 2018-2019 school year and transferred to a public school setting for the 2019-2020 school year**, the application includes a question that enables the PSU to request Priority 2 Funding.

October 15, 2019 – Final signed **contracts** must be received via email for initial funding of Priority 1 children. Once these are received, and if the application has been approved, remaining funds are disbursed if funds are available.

May 15, 2019 Roster/withdrawal forms are submitted throughout the year as per the instructions included in this manual. May 15th is the **final date for submitting funding requests and withdrawals**.

There is no end-of-year report for Community Residential Center Grant Funds for PSUs to complete.

The EC Division requests an annual financial report from the Community Residential Center.

Procedures for Applying for Community Residential Center Funds

Community Residential Center Funds (CRCF) are made available through the State Board of Education (SBE) **to assist LEAs** in providing special education and related services to eligible children with disabilities placed in a CRC through the Local Management Entity (LME)/Managed Care Organization (MCO). The funds are not for parentally placed children. Approved CRCs are included in DPI's Exceptional Children Division annual memo, listing approved Non-Public Schools and Community Residential Centers.

The Application

Beginning October 21, 2019, the MS Word fillable applications must be emailed as a password protected document to the SpecialGrants@dpi.nc.gov email address. Applications sent postal mail will not be accepted for the 2019-2020 school year. EC Division personnel will review applicant students' supporting documentation in ECATS. If additional information is needed, the PSU EC Director/Coordinator will be contacted.

Password Protected Email Instructions

- If compatible encryption is not available to both parties, data should be password protected. The password should be given to the recipient through a different medium, such as a phone call. Never provide the password in notes or documents accompanying the actual data file, or another email. Additionally, the password should not be transferred via voicemail.
- When protecting the document with a password, go to File>Info>protect document, in the dropdown. Select Encrypt with password. A box will populate for you to enter a password (passwords are case sensitive).
- Once the document is password protected, save the document as PSU#_PSUName_type of document (i.e. application, update form, etc.) and then email it to specialgrants@dpi.nc.gov

Applications **must be submitted within 60 days** of the student's first day of attendance. The last day to submit an application is May 15, 2020. The emailed application provides the EC Division with a date and time stamp of the applications submitted.

The application and update form include signature fields for the EC Director/Coordinator, Finance Officer and Superintendent. Obtain all signatures prior to emailing.

Per child CRC Grant Fund amounts provided by the SBE for 2019-2020 school year is

- \$5.00 per month to assist the PSU with funding educational supplies, materials, and equipment;
and
- \$1,489.00 per month to assist the PSU with funding educational and related services costs.

Note: Total funds allocated to the PSU are rounded to the nearest dollar per procedural requirements for State Funds.

Funds are allotted in monthly increments based upon months remaining in the school year at the time of an eligible student's first day of attendance during the current school year. The funds are to be applied toward licensed teachers, assistant teachers and applicable related service providers who are serving the funded students via contractual arrangements.

The **base allotment** provides three months of funding for a PSU that received CRC Grant Funds during the previous year, and are on DPI's approved list of centers. The allotment is calculated using the number of children served in each PSU CRC at the end of the previous school year:

number of students enrolled on the last day of previous year x 3 months x \$1494.00 = 3 month allotment

The **remaining funds** will be allocated after the current year's CRC application, roster of eligible children and contract has been submitted, reviewed and approved, and when funds are available. Occasionally, there is a delay due to Legislative approval of the State budget. Funding is calculated according to the number of eligible students submitted by the PSU on the application and roster/withdrawal forms. The base allotment is subtracted from the total amount due:

number of eligible students submitted x 10 months x \$1,494.00 – base allotment = remaining funds due

Educational Placement and Services: After a child with disabilities has been placed in a CRC by an LME/MCO, the PSU, through an Individualized Education Program (IEP) team, determines educational placement and services, including the student's service delivery model. The team's decisions are based on what is the least restrictive environment and what is deemed educationally appropriate for each student. The PSU is ultimately responsible for implementation of the IEP and related services of any child placed in a CRC, which includes providing a free appropriate public education in the *least restrictive environment* and ensuring parental rights.

A student is not eligible for funding when he/she is parentally placed in the CRC.

If the IEP team decides that the CRC is the least restrictive environment for a child, all services are to be negotiated locally and included in the contract between the PSU and CRC. The negotiation of contracts is a local responsibility.

If the IEP team decides that the student will receive educational and related services on a PSU school campus, the student is not eligible for CRCF. In this case, the CRC is the student's place of residence and not where educational services are delivered. These grant funds are to assist with educational and related services.

Applying for CRCF: If the IEP Team decides that the CRC is the least restrictive environment, the PSU must submit the information listed below to request Community Residential Center Funds to assist with the costs of providing educational services in the CRC setting. Incorrect or incomplete information could delay funding.

The PSU is the only agency that may request CRCF, and only eligible students who have begun to attend during the current school year are to be included on the application and roster. The information listed below must be submitted annually, no later than September 15, 2019, to request funds. Incorrect or incomplete information could delay funding.

1) Community Residential Center Roster/Withdrawal Form

- The roster is completed via the fillable MS Word form located on the EC Division webpage under the Finance and Grants tab. Select Applications from the menu.
 - Students are submitted individually.
 - PSU will need to print a copy of each submission report for their records. The submissions **will not** be published as a list of students.
- TIP: The development of a spreadsheet of CRC students will allow the PSU to maintain an active list of students attending, funding for each student, enrollment date and withdrawal date, monthly invoices and payments made.
- Documentation supporting ESY eligibility of students listed on the roster will be verified in ECATS by EC Division personnel.
- If additional information is needed, the PSU will be notified.

2) Community Residential Center Grants Funds Application

- The application is completed via the fillable MS Word application located on the EC Division webpage under the Finance and Grants tab. Select Applications from the menu.
- The application includes fields for signature Certifications from the EC Director/Coordinator, Finance Officer and Superintendent.
- The PSU is to retain a copy of the submission report for their records, and a copy is to be provided to the contracted community-based CRC by the PSU when the PSU has contracted with such an agency.

3) Contract between the PSU and CRC with appropriate signatures is due before October 15, 2019.

Applications will not be approved without the contract. See “Instructions for Completing a Community Residential Center Funds Application.”

Contracts: If the IEP Team decides that the CRC setting is the least restrictive environment for a child, all educational and related services are to be negotiated locally and included in the annual contract between the LEA and CRC. The CRC may choose to share with the PSU their rate schedules, handbook, and other information provided to enrolling families as part of the contract negotiation discussions. The needs and services of the enrolling children, and the costs of the required services, would also be part of the contract negotiation discussions. Review of the contract terms must be made available to the CRC prior to obtaining contract signatures. The negotiation of contracts is a local responsibility. CRC-PSU contracts are to include the following information:

- The appropriate monthly cost factors for each child served in the CRC, to include how excess costs will be paid. Note: CRC grant funds may not cover the entire cost of DDC services. DDC grant funds are intended to supplement, not supplant, federal, state and local per child funds the PSU is already receiving.
- The educational and related services each child will be receiving at the CRC are to be described in the contract, including the start and end date of the school year.
 - Educational and related services are provided as per each child’s IEP.
 - A complete and current PSU school year calendar is also to be provided with the contract. The calendar’s purpose is to communicate which days PSU children are not PSU school days, (e.g. teacher work days, holidays), and, therefore, the PSU would not be billed for services.
- Any legislative increase/decrease should be included in teachers' salaries and reflected in the cost per child per month for a 10-month period.
- After all negotiations have been completed, the contract has been reviewed by both parties and both parties are in agreement, the contract is signed. A copy of the signed contract is to be provided to the CRC by the PSU.

A contract template is provided with the links to the on-line application forms. It is an editable MS Word document. If the template is used, the specific terms negotiated by both parties would need to be added.

Extended School Year (ESY): When requesting funds for summer 2019 ESY services, complete the ESY question on the *Community Residential Center Roster/Withdrawal Form*

Approval notification of students receiving grant funds will be provided to the PSU Exceptional Children Program Director/Coordinator via a memo.

If the **request is denied**, the PSU Exceptional Children Program Director will be notified via a memo indicating the reason for denial.

Additional students after submitting the initial application: Within sixty (60) calendar days of a student’s first day of attendance, a Community Residential Center Roster/Withdrawal Form is to be submitted via the on-line application link. Requests are processed in the order in which they are received. Incomplete or incorrect information may result

in funding delays or denials. Late submissions may result in prorated allocations. Grant Funds are not guaranteed and contingent upon the availability of funds.

Withdrawals or changes in services: Within ten (10) calendar days of any change in a student's status or eligible required services, a *Community Residential Center Roster/Withdrawal Form* is to be submitted via the on-line application link. Unused funds, measured according to the months remaining in the school year at the time of the change, will be applied toward newly submitted students by EC Division personnel.

Certification and signatures: The application includes fields for signature Certifications from the EC Director/Coordinator, Finance Officer and Superintendent

Fiscal Requirements for Community Residential Center Grant Funds PRC 063

1. Community Residential Center Funds are grant funds for assisting PSUs in providing special education and related services to eligible students served in a CRC. PSUs are to apply other per child state and federal funds (state and federal child count funds, ADM funds, or local funds) for providing a free appropriate public education to students placed in a community residential center setting. The PSU can also provide some or all of the required services.
2. The amount paid to a contracted DDC by the PSU is negotiated locally and is to be stated in the contract.
3. The allotment of CRC grant funds is contingent upon the availability of state funds for this program. The unavailability of CRC funds does not relinquish a PSU's responsibility for providing a free appropriate public education in the least restrictive environment for children.
4. CRC placements must not be based on the availability of CRC grant funds from the Exceptional Children Division, but on the needs of the child as outlined in his/her IEP. When a student is placed in a CRC by an LMO/MCO, and grant funds are not available, the PSU is to use other local, state and federal funds to pay for the costs of the educational services. Furthermore, PSU nonpayment of rendered services is not an option when grant funds are not available.
5. CRCF are provided to the PSU in Program Report Code (PRC) 063.
6. CRCF are allocated per child via the application process and cannot be split (shared) between children.
7. CRCF cannot be used to pay for expenses from prior years or for services that will be provided in the following fiscal year.
8. CRCF must be used to provide special education and related services; funds are to be applied toward the salaries of teachers, teacher assistants, and related services personnel serving the active students named on the roster/withdrawal form(s) and/or the invoices for these services.
9. It is the responsibility of the PSU where the CRC is located to apply for CRCF.
10. In order for the PSU to receive CRCF, the CRC must be an approved Community Residential Center. Approved CRCs are included in the DPI's Exceptional Children Division annual memo listing approved Non-Public Schools and Community Residential Centers.
11. CRCF are child specific (ages 3 through 21) and may only be used for the ten-month school year and two-month extended school year as required by the IEP for children with a residential placement through a LME/MCO.
12. The LEA may not use CRCF for administration of the program.
13. The date a child enters the CRC determines the amount of funding the LEA will receive; funding is based on the LEA traditional school year calendar. Children entering the CRC on or before September 15th will receive ten months of funding. Children entering the CRC after September 15th will receive prorated funding based on the number of months remaining in the school year. The child's first day of actual attendance must occur within the current school year.

14. The two-month extended school year (ESY) is based on the LEA calendar. ESY is actually invoiced before the traditional school year begins, not following a school year. ESY must be part of the child's individualized education program (IEP) in order to request ESY funds. EC Division personnel will verify ESY eligibility using student in ECATS. **Note:** If the LEA elects to use two contracts (one for the traditional school year and one for extended school year), the combined contracts must reflect the twelve-month period from July 1, 2019, to June 30, 2020.
15. CRCF will be allotted according to the priorities described below. Grant funds are not guaranteed, and available funds are distributed according to a prioritized sequence. The Exceptional Children Division will begin processing all requests for Priority 1 children after October 15, 2019, in the order in which they are received, for PSUs with a complete application. Next, Priority 2 children are funded with funds available. After all priorities have been funded and funds remain, newly enrolled eligible children submitted through May 15th are funded according to the date/time stamp of the roster. Funds are allocated until exhausted.

Priority 1: Eligible student ages 3 through 21, served in an approved CRC during the previous school year and will remain in an approved CRC for the current school year, and newly enrolled eligible students included on the application due on September 15th.

Priority 2: Eligible students ages 3 to 21 who have returned to their home PSU for educational and related services. These funds are to assist the student's home PSU with the student's services since the student was not reported on the home PSU's child count while residing and attending school at the CRC. If the student's home PSU is the district where the CRC is located, the student would not be eligible for Priority 2 funds. Funding is contingent upon the availability of funds, and allocations occur after Priority 1 students have been funded.